

FIRE WEATHER SERVICE CHANGE NOTICE CHECKLIST

<i>Service Change Notice/Technical Implementation Notice CHECKS.</i>	Originating Office (WFO) Contact	AFS 21 SCN Point of Contact	AFS2/XO (if necessary)
If SCN affects Public Forecast zones adjacent to marine coastal water in AR, ER, PR, SR or WR, has it been coordinated with Marine/Tropical/Tsunami focal point?			
Ensure font is Courier - 12 point.			
Ensure the margins are 1" all around /left...right...top...and...bottom/.			
Is the change CONUS/OCONUS specific? If so...ensure the SCN specifies which is applicable.			
Do NOT use product examples in the SCN. Instead...put product examples on a web page and include the url in the SCN.			
Ensure ALL url's are active.			
DO NOT use the TAB key...indent using the space bar instead.			
DO NOT use imbedded Tables.			
Ensure there are no extra blank lines.			
Permitted characters are limited to the colon /:...the period /...the ellipsis /.../...the plus sign /+...and the forward slash /.			
Use the ellipsis /.../ instead of a comma. A space after the ellipsis is optional.			
Use forward slashes /e.g./ instead of parentheses (e.g.).			
Check spelling. *			
<i>SCN/TIN Request Form CHECKS.</i>			
Ensure the correct SCN/TIN			

category from Table 1 of NWSI 10-1805 is indicated.			
Is the Proposed Lead Time (allow two working days for review and transmission) greater than or equal to the Minimum Required Lead Time?			
<i>AFTER SCN/TIN IS ISSUED.</i>			
If SCN is for a Fire or Public zone change:			
1. Send an information copy of the SCN to MIRS.			
2. Enter SCN/TIN into MANTIS			

* In Word, to enable All Caps spell check:

- a. Select "Tools."
- b. Select "Options."
- c. Select "Spelling & Grammar."
- d. Ensure "Ignore words in UPPERCASE" is UNCHECKED.
- e. Select "OK."